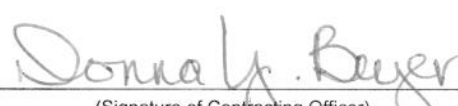




AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. PO-0008		3. EFFECTIVE DATE 11-22-2009		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (IF APPLICABLE) 874	
6. Issued By Code		7. ADMINISTERED BY (If other than Item 6) Code					
GSA, MANAGEMENT SERVICES CTR 400 15TH ST, SW RM 2757 (AQSA) AUBURN, WA 98001		GSA/FAS CONT MGMT DIV (4FQ) 401 WEST PEACHTREE ST ATLANTA GA 30365 404-331-5119					
8. Name and Address of Contractor (No., street, county, State and ZIP Code)				(x)		9A. AMENDMENT OF SOLICITATION NO.	
ALLIED TECHNOLOGY GROUP, INC. 1803 RESEARCH BLVD						9B. DATED (SEE ITEM 11)	
ROCKVILLE, MD 208503167				X		10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-0391P	
CODE		FACILITY CODE				10B. DATED (SEE ITEM 13) JUN 22, 2004	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended <input type="checkbox"/> is not extended.							
Offer's must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
[] A. THIS CHANGE ORDER IS ISSUED PURSUANT TO : (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
[] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF :							
[] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF :							
[X] D. OTHER (Specify type of modification and authority) Unilateral Modification IAW Clause I-FSS-163 Option To Extend The Term Of The Contract							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The above numbered contract under Federal Supply Schedule Industrial Group 874 - Mission Oriented Business Integrated Services (MOBIS) is hereby modified as follows: In accordance with Clause I-FSS-163 Option to Extend the Term of the Contract (Evergreen), Contract No. GS-10F-0319P is hereby modified as follows: The contract period is hereby extended to November 21, 2009 through June 21, 2014. The contract prices for Option Period 1 are to remain in effect as attached. The IFF of 0.75% is included in the pricing.							
Note: Failure to update your electronic file submission in accordance with contract clause 552.243-72 will adversely impact the customer's ability to utilize your services. Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				DONNA BEYER, Contracting Officer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				BY 		11-17-09	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE				30-105		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA, FAR (48 CFR) 53.243	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1 CONTRACT ID CODE	PAGE OF PAGES 1 4
2. AMENDMENT/MODIFICATION NO. PS-0007	3. EFFECTIVE DATE 11-20-2009	4. REQUISITION/PURCHASE REQ NO.	5. PROJECT NO. (IF APPLICABLE) 874		
6. Issued By GSA, MANAGEMENT SERVICES CTR 400 15TH ST, SW RM 2757 (AQSA) AUBURN, WA 98001	Code	7. ADMINISTERED BY (If other than Item 6) GSA/FAS CONT MGMT DIV (4FQ) 401 WEST PEACHTREE ST ATLANTA GA 30365 404-331-5119		Code	
8. Name and Address of Contractor (No., street, county, State and ZIP Code) ALLIED TECHNOLOGY GROUP, INC. 1803 RESEARCH BLVD ROCKVILLE, MD 208503167				(x)	9A. AMENDMENT OF SOLICITATION NO.
					9B. DATED (SEE ITEM 11)
				X	10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-0391P
CODE				FACILITY CODE	
				10B. DATED (SEE ITEM 13) JUN 22, 2004	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended <input type="checkbox"/> is not extended					
Offer's must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted, or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
[]	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO IN ITEM 10A.				
[]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF:				
[X]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 52.212-4 Contract Terms and Conditions – Commercial Items, paragraph (c) Changes				
[]	D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The above numbered contract under Federal Supply Schedule Industrial Group 874 – MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS) is hereby modified as follows:					
1. The attached Small Business Subcontracting Plan, approved on June 15, 2009 is hereby incorporated into and made a part of the contract. (1-9 Pages)					
2. The Commercial Sales Practice (CSP), dated March 12, 2009. This CSP identifies the MFC/Basis of Award (BOA) customer as Lockheed Martin, Northrop Grumman, Fastech, Dreamhammer, Optimus, JMA Solutions, and BAE Systems. The price/discount relationship in regards to the price reductions clause 552.238-75 is identified as follows: GSA's contract prices are discounted at least 4% off the MFC/BOA rates inclusive of IFF.					
Note: Failure to update your electronic file submission in accordance with contract clause 552.243-72 will adversely impact the customer's ability to utilize your services. Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print) TIMOTHY F. WYNNE, VICE PRESIDENT			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) DONNA BEYER, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED		
 (Signature of person authorized to sign)	11/17/09	BY  (Signature of Contracting Officer)	11-17-09		
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE		30-105		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA, FAR (48 CFR) 53.243	

Continuation Page 2 of SF30

3. In accordance with Clause 52.219-28, "Post-Award Small Business Program Representation (Jun 2007) Contractor has re-represented their business size status as Large Business for this option period and the Representation and Certifications cited at <http://orca.bpn.gov> are current, accurate, complete as of the date in Block 15C.
4. The attached labor category descriptions are hereby made a part of this contract. (1-12 Pages)
5. Following are the option 1 period pricing:

	11/22/09	6/22/10	6/22/11	6/22/12	6/22/13
	—	—	—	—	—
Customer Site Rates	6/21/10	6/21/11	6/21/12	6/21/13	6/21/14
Labor Categories	Year 6	Year 7	Year 8	Year 9	Year 10
Program Manager I	\$102.37	\$105.95	\$109.66	\$113.50	\$117.47
Program Manager II	\$92.05	\$95.27	\$98.61	\$102.06	\$105.63
Project Manager	\$82.40	\$85.28	\$88.27	\$91.36	\$94.56
SME I-Executive Level	\$268.90	\$278.31	\$288.05	\$298.13	\$308.57
SME II - Principal	\$140.00	\$144.90	\$149.97	\$155.22	\$160.65
SME III	\$115.78	\$119.83	\$124.03	\$128.37	\$132.86
Analyst I - Principal	\$97.58	\$101.00	\$104.53	\$108.19	\$111.98
Analyst II - Sr.	\$74.09	\$76.68	\$79.37	\$82.14	\$85.02
Analyst III	\$54.28	\$56.18	\$58.15	\$60.18	\$62.29
Analyst IV - Associate	\$33.54	\$34.71	\$35.93	\$37.19	\$38.49
Technical Writer	\$48.72	\$50.43	\$52.19	\$54.02	\$55.91
Graphics Artist I	\$85.41	\$88.40	\$91.49	\$94.70	\$98.01
Graphics Artist II	\$44.61	\$46.17	\$47.79	\$49.46	\$51.19
Graphics Artist III	\$28.36	\$29.35	\$30.38	\$31.44	\$32.54
S/W Developer I	\$105.85	\$109.55	\$113.39	\$117.36	\$121.47
S/W Developer II	\$53.27	\$55.13	\$57.06	\$59.06	\$61.13
Computer Systems Specialist I	\$63.10	\$65.31	\$67.59	\$69.96	\$72.41
Computer Systems Specialist II	\$45.56	\$47.15	\$48.81	\$50.51	\$52.28
Instructional Designer I	\$84.53	\$87.49	\$90.55	\$93.72	\$97.00
Instructional Designer II	\$58.49	\$60.54	\$62.66	\$64.85	\$67.12
Administrative Assistant I	\$44.21	\$45.76	\$47.36	\$49.02	\$50.73
Administrative Assistant II	\$32.48	\$33.62	\$34.79	\$36.01	\$37.27
Facilitator I	\$73.24	\$75.80	\$78.46	\$81.20	\$84.04
Facilitator II	\$51.02	\$52.81	\$54.65	\$56.57	\$58.55
Contracts Manager	\$91.71	\$94.92	\$98.24	\$101.68	\$105.24
Contracts Administrator I	\$78.10	\$80.83	\$83.66	\$86.59	\$89.62
Contracts Administrator II	\$60.96	\$63.09	\$65.30	\$67.59	\$69.95
Financial Analyst I	\$82.75	\$85.65	\$88.64	\$91.75	\$94.96
Financial Analyst II	\$50.56	\$52.33	\$54.16	\$56.06	\$58.02
Logistian I	\$72.25	\$74.78	\$77.40	\$80.10	\$82.91
Logistian II	\$39.10	\$40.47	\$41.88	\$43.35	\$44.87
Training Specialist I	\$53.42	\$55.29	\$57.22	\$59.23	\$61.30
Training Specialist II	\$43.96	\$45.50	\$47.09	\$48.74	\$50.45
Training Specialist III	\$38.52	\$39.87	\$41.26	\$42.71	\$44.20
Data Entry Specialist	\$20.94	\$21.67	\$22.43	\$23.22	\$24.03

	11/22/09	6/22/10	6/22/11	6/22/12	6/22/13
Contractor Site Rates	6/21/10	6/21/11	6/21/12	6/21/13	6/21/14
Labor Categories	Year 6	Year 7	Year 8	Year 9	Year 10
Program Manager I	\$131.89	\$136.51	\$141.28	\$146.23	\$151.35
Program Manager II	\$118.59	\$122.74	\$127.04	\$131.48	\$136.08
Project Manager	\$106.17	\$109.89	\$113.73	\$117.71	\$121.83
SME I-Executive Level	\$346.46	\$358.59	\$371.14	\$384.13	\$397.57
SME II - Principal	\$180.39	\$186.70	\$193.24	\$200.00	\$207.00
SME III	\$149.15	\$154.37	\$159.77	\$165.37	\$171.15
Analyst I - Principal	\$125.72	\$130.12	\$134.67	\$139.39	\$144.27
Analyst II - Sr.	\$95.47	\$98.81	\$102.27	\$105.85	\$109.55
Analyst III	\$69.92	\$72.37	\$74.90	\$77.52	\$80.23
Analyst IV - Associate	\$43.21	\$44.72	\$46.29	\$47.91	\$49.58
Technical Writer	\$62.76	\$64.96	\$67.23	\$69.58	\$72.02
Graphics Artist I	\$110.02	\$113.87	\$117.86	\$121.98	\$126.25
Graphics Artist II	\$57.48	\$59.49	\$61.57	\$63.73	\$65.96
Graphics Artist III	\$36.55	\$37.83	\$39.15	\$40.52	\$41.94
S/W Developer I	\$136.38	\$141.15	\$146.09	\$151.21	\$156.50
S/W Developer II	\$68.62	\$71.02	\$73.51	\$76.08	\$78.74
Computer Systems Specialist I	\$81.30	\$84.15	\$87.09	\$90.14	\$93.29
Computer Systems Specialist II	\$58.70	\$60.75	\$62.88	\$65.08	\$67.36
Instructional Designer I	\$108.91	\$112.72	\$116.67	\$120.75	\$124.98
Instructional Designer II	\$75.35	\$77.99	\$80.72	\$83.54	\$86.47
Administrative Assistant I	\$56.96	\$58.95	\$61.02	\$63.15	\$65.36
Administrative Assistant II	\$41.85	\$43.31	\$44.83	\$46.40	\$48.02
Facilitator I	\$94.39	\$97.69	\$101.11	\$104.65	\$108.31
Facilitator II	\$65.74	\$68.04	\$70.42	\$72.89	\$75.44
Contracts Manager	\$118.17	\$122.31	\$126.59	\$131.02	\$135.60
Contracts Administrator I	\$100.63	\$104.15	\$107.80	\$111.57	\$115.48
Contracts Administrator II	\$78.54	\$81.29	\$84.13	\$87.08	\$90.13
Financial Analyst I	\$106.61	\$110.34	\$114.20	\$118.20	\$122.34
Financial Analyst II	\$65.13	\$67.41	\$69.77	\$72.21	\$74.74
Logistian I	\$93.09	\$96.35	\$99.72	\$103.21	\$106.82
Logistian II	\$50.37	\$52.13	\$53.96	\$55.85	\$57.80
Training Specialist I	\$68.84	\$71.25	\$73.74	\$76.32	\$79.00
Training Specialist II	\$55.36	\$57.30	\$59.30	\$61.38	\$63.53
Training Specialist III	\$49.62	\$51.36	\$53.15	\$55.01	\$56.94
Data Entry Specialist	\$26.98	\$27.92	\$28.90	\$29.91	\$30.96

5. The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If an/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles, and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

All recovery purchasing services must be performed and reported (for the purposes of payment of the Industrial Funding Fee) under the SINs using the "RC" designation.

Contractor shall update its GSA Advantage file within 30 days. Instructions are available at www.gsa.gov/mgmtservices. Use the MSC references link to download SIP instructions. Note that GSA Advantage file shall include labor category descriptions to include minimum education and minimum experience requirements. Price list shall also designate recovery purchasing SINs ("RC").

MOBIS

Labor Categories

Commercial Job Title: Program Manager I

Functional Responsibilities: Leads large, complex programs across MOBIS competency areas that involve the successful management of human, fiscal, material, and temporal resources to achieve client objectives. Ensures programs are completed to or above client standards, on or ahead of schedule, and at or below programmed cost. Ensures sufficient qualified personnel are assigned to the program to assure success. Consults frequently with clients to identify issues early and resolve them quickly. Develops program technical and cost reports for client and company.

Minimum Education/Experience: Masters Degree with four years relevant experience or Bachelor's Degree with six years relevant experience or ten years relevant experience.

Commercial Job Title: Program Manager II

Functional Responsibilities: Leads focused programs in a MOBIS competency area that involve the successful management of human, fiscal, material, and temporal resources to achieve client objectives. Ensures programs are completed to or above client standards, on or ahead of schedule, and at or below programmed cost. Ensures sufficient qualified personnel are assigned to the program to assure success. Consults frequently with clients to identify issues early and resolve them quickly. Develops program technical and cost reports for client and company.

Minimum Education/Experience: Masters Degree with two years relevant experience or Bachelor's Degree with four years relevant experience or six years relevant experience.

Commercial Job Title: Project Manager

Functional Responsibilities: Leads team of MOBIS professionals in the accomplishment of a project within a MOBIS program. Manages human, fiscal, material, and temporal resources to achieve client objectives. Ensures projects are completed to or above client standards, on or ahead of schedule, and at or below programmed cost. Ensures sufficient qualified personnel are assigned to the project to assure success. Consults frequently with clients to identify issues early and resolve them quickly. Develops project technical and cost reports for client and company.

Minimum Education/Experience: Masters Degree with one year relevant experience or Bachelor's Degree with two years relevant experience or four years relevant experience.

Commercial Job Title: Subject Matter Expert I (SME)

Functional Responsibilities: Initiates, supervises, and/or develops requirements from a project's inception to conclusion in a specific subject matter area, for complex to extremely complex programs. Provides detailed analysis, evaluation and recommendations for improvements, optimization development, and/or maintenance efforts for client-specific or mission critical challenges/issues. Consults with client to define need or problem supervises studies and leads surveys to collect and analyze data to provide advice and recommend solutions.

Minimum Education/Experience: Masters Degree with fourteen years subject matter experience, Bachelor's Degree with sixteen years subject matter experience or Twenty years subject matter experience

Commercial Job Title: Subject Matter Expert II (SME)

Functional Responsibilities: Develops requirements from a project's inception to conclusion in a subject matter area, for moderately to extremely complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission critical challenges/issues. Consults with client to define need or problem, conducts studies and surveys to collect and analyze data to provide advice and recommend solutions.

Minimum Education/Experience: Masters Degree with nine years subject matter experience, Bachelor's Degree with eleven years subject matter experience or fifteen years subject matter experience

Commercial Job Title: Subject Matter Expert III (SME)

Functional Responsibilities: Supports requirements from a project's inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization development, and/or maintenance efforts for client-specific or mission critical challenges/issues. Consults with client to define need or problem, supports studies and surveys to collect and analyze data to provide advice and recommend solutions.

Minimum Education/Experience: Masters Degree with five years subject matter experience, Bachelor's Degree with seven years subject matter experience or ten years subject matter experience

Commercial Job Title: Principal Analyst I

Functional Responsibilities: Principal management resource for one or more MOBIS activities. Manages the activities of a staff to develop plans and projects; determine needs; investigate and resolve problems; interface with other functional managers and outside personnel. Prepare capital budgets and operating requests. Execute the customer's business plan. Recognized as a MOBIS area expert with experience in identifying and conducting advanced research and design, managing the resources within a discipline, including establishing direction, cultivating internal/external relationships, and formulating/implementing plans to achieve quality objectives. May participate as a member of the executive management team to identify technical and administrative strategies to ensure the execution of strategic plans.

Minimum Education/Experience: Masters Degree with fourteen years relevant experience, Bachelor's Degree with sixteen years relevant experience or twenty years relevant experience.

Commercial Job Title: Analyst II

Functional Responsibilities: The Senior management resource for one or more MOBIS activities. Executes top-level design, development, testing, surveying, and troubleshooting of management, organizational and business improvement activities. Works on complex projects requiring original thinking and new approaches. Guides, aids and manages others on a major MOBIS program. Sets priorities and ensures that the work products for the group conform to customer standards. Performs top-level design/development and/or provides overall leadership and guidance for a MOBIS program; organizes and directs MOBIS work; coordinates efforts with other functions; and, leads personnel to achieve program objectives. Assumes individual responsibility and leadership for a significant area of responsibility and/or oversees and leads activities for a primary functional area, financial impact, and complexity.

Minimum Education/Experience: Masters Degree with four years relevant experience, Bachelor's Degree with six years relevant experience or ten years relevant experience.

Commercial Job Title: Analyst III

Functional Responsibilities: Designs, develops, tests, surveys and troubleshoots management, organizational, and business improvement activities; works on complex projects requiring original thinking and new approaches. Possesses ability to guide, assist or manage others on a project, set priorities and ensure that the work products for the group conform to company standards. Is an internal expert within a MOBIS field and plans, conducts, and manages a MOBIS project; reviews progress and evaluates results; works with other technical and administrative disciplines; performs top-level design/development; and, plans, assigns and manages personnel.

Minimum Education/Experience: Bachelor's Degree with three years relevant experience or seven years relevant experience.

Commercial Job Title: Analyst IV

Functional Responsibilities: Is an internal expert in a MOBIS area and acts as task leader in the design, testing, troubleshooting, support and documentation of products and processes.

Minimum Education/Experience: Bachelor's degree with three years experience or five years relevant experience.

Commercial Job Title: Technical Writer/Editor

Functional Responsibilities: Collects and organizes information for preparation of user manuals, training materials, installation guides, proposals, newsletters, promotional publications, articles for publication, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assists in performing administrative functions. Works independently or under only general direction.

Minimum Education/Experience: Bachelor's degree with three years relevant experience or five years relevant experience.

Commercial Job Title: Graphic Artist I

Functional Responsibilities: Primarily responsible for complex high-risk projects. Supervises or conducts initial needs analysis, selects alternate approaches, and works with clients on concept, selection of approach, and production of the project. Supervises the design and production of graphics, audiovisual presentations and trade show exhibits. Provides quality control. Coordinates the work of artists and vendors to plan, develop and ensure delivery within budget and deadline constraints. Provides computer hardware and software training. Stays abreast of the latest developments in the graphics/publishing field and makes recommendations to add additional services or to make changes to present services. Evaluates hardware/software as to suitability for meeting specific requirements. Evaluates cost/benefit analyses and recommends decisions on best value in hardware/software requirements. Provides reports and analyses to upper management and customers utilizing spreadsheets, databases or other tools as necessary. Supervises and guides graphics staff.

Minimum Education/Experience: Bachelor's degree with five years relevant experience or nine years relevant experience in Graphic Design or related field.

Commercial Job Title: Graphic Artist II

Functional Responsibilities: Completes complex high-risk projects independently. Performs initial needs analysis, prepares alternate approaches and works with clients on concept, selection of approach, and production of the project. Designs and produces graphics, audiovisual presentations and trade show exhibits. Coordinates the work of artists and vendors to plan, develop and ensure delivery within budget and deadline constraints. Stays abreast of the latest developments in the graphics/publishing field and makes recommendations to add additional services or to make changes to present services. Evaluates hardware/software as to suitability for meeting specific requirements. Conducts cost/benefit analyses and makes recommendations on best value in hardware/software requirements. Provides reports and analyses to upper management/customers utilizing spreadsheets, databases or other tools as necessary.

Minimum Education/Experience: Bachelor's degree with three years relevant experience or seven years relevant experience in Graphic Design or related field.

Commercial Job Title: Graphic Artist III

Functional Responsibilities: Completes portions of complex projects under supervision and completes basic graphics tasks with minimal supervision. Participates in the design and production of graphics, audiovisual presentations and trade show exhibits. Adheres to budget and deadline constraints.

Minimum Education/Experience: Associate's degree or three years relevant experience in Graphic Design or related field.

Commercial Job Title: Software Developer I

Functional Responsibilities: Supervises or performs feasibility studies, logic design, and system flowcharts, analysis of input/output flow, hardware studies, forms layout, and detailed flowcharting. Leads implementation of overall system design as generated by project manager. Estimates personnel requirements, distributes programming tasks, and prepares implementation schedule. Implements file design, storage estimation and allocation, actual coding error removal, logic optimization, system re-evaluation, and on-line testing. After user approval, makes final corrections and approves or develops program and run-time documentation. Implements scientific and/or engineering computer applications that are mathematical in nature or support specific systems (e.g., communications, graphics, data base, or operational system interface).

Minimum Education/Experience: Bachelor's degree with six years pertinent experience in computer science, math, engineering, or operations research or ten years relevant experience.

Commercial Job Title: Software Developer II

Functional Responsibilities: Performs feasibility studies, logic design, and system flowcharts, analysis of input/output flow, hardware studies, forms layout, and detailed flowcharting. Participates in implementation of overall system design as generated by project manager. Adheres to implementation schedule. Implements file design, storage estimation and allocation, actual coding error removal, logic optimization, system re-evaluation, and on-line testing. After user approval, makes final corrections and develops program and run-time documentation. Implements scientific and/or engineering computer applications that are mathematical in nature or support specific systems (e.g., communications, graphics, data base, or operational system interface).

Minimum Education/Experience: Bachelor's degree with three years pertinent experience in computer science, math, engineering, or operations research or five years relevant experience.

Commercial Job Title: Computer Systems Analyst I

Functional Responsibilities: Supervises computer system technicians. Codes, tests, and debugs software modules consisting of multiple routines or procedures. Works from system specifications such as data flow diagrams or program design language (PDL). Generates own flowcharts or PDL for individual module implementation as required by supervisor. Assists programming staff with runtime error resolution and debugging tasks as required. Installs and maintains universal software libraries. Creates and installs executive procedures to aid in system implementation. Codes, tests, and debugs application source code and documents programs.

Minimum Education/Experience: Associate's degree with five years relevant experience or seven years relevant experience.

Commercial Job Title: Computer Systems Analyst II

Functional Responsibilities: Codes, tests, and debugs applications software from system specifications in at least one computer language. Assignments are at the routine or procedure level. Monitors computer workload and performance. Documents and reports specification problems and ambiguities through the code/test/debug cycle to supervisor. Performs production runs for systems requiring programmer operation or when operator staff limitation requires. This may involve data entry tasks. Utilizes operating system programs (utilities/editors), to create and maintain applications program files.

Minimum Education/Experience: Associate's degree with two years relevant experience or four years relevant experience.

Commercial Job Title: **Instructional Designer I**

Functional Responsibilities: Supervises or conducts needs analysis to identify all important training needs; designs and develops training curriculum and multimedia / web story boards; measures and evaluates effectiveness of training; and, manages internally and externally developed training projects. Uses MS Office Suite, HTML applications and instructional system design models.

Minimum Education/Experience: Bachelor's degree with three years experience in Education or Instructional Technology or seven years relevant experience.

Commercial Job Title: **Instructional Designer II**

Functional Responsibilities: Designs and develops training curriculum; designs and develops multimedia / web storyboards; measures and evaluates effectiveness of training; executes internally and externally developed training projects. Uses MS Office Suite and HTML applications.

Minimum Education/Experience: Bachelor's degree with at least one year's experience in Education or Instructional Technology or four years relevant experience.

Commercial Job Title: **Training Specialist I**

Functional Responsibilities: Supervises the development of multiple training courses simultaneously. Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares or supervises the preparation of all instructor materials (course outline, background material, and training aids). Prepares or supervises the preparation of all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education/Experience: Bachelor's degree with one year relevant experience or five years relevant experience.

Commercial Job Title: Training Specialist II

Functional Responsibilities: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares or supervises the preparation of all instructor materials (course outline, background material, and training aids). Prepares or supervises the preparation of all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education/Experience: Bachelor's Degree, Associate's Degree with one year relevant experience or three years relevant experience.

Commercial Job Title: Training Specialist III

Functional Responsibilities: Assists in the development and revision of training courses and preparation of appropriate training catalogs. Prepares specified instructor materials (course outline, background material, and training aids). Prepares specified student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education/Experience: Associate's degree with relevant experience or one year relevant experience.

Commercial Job Title: Administrative I

Functional Responsibilities: Performs functions to accomplish departmental objectives and sets priorities and ensure that work products for the group conform to client standards. Leads other administrative staff in the performance of diverse duties, requiring a broad and in-depth knowledge of functional operations and client policies and procedures. Plans, organizes, and supervises administrative activities.

Minimum Education/Experience: Associate's degree in Business and two years relevant experience or five years relevant experience.

Commercial Job Title: Administrative II

Functional Responsibilities: Performs general administrative projects, coordinates the completion of assignments with other departments and staff, and assists in the development or modification of policy in an administrative area. Performs varied duties in accordance with standard procedures, requiring independent judgment and knowledge and the exercise of initiative to achieve work goals.

Minimum Education/Experience: Associate's degree in Business or related field or two years relevant experience.

Commercial Job Title: **Facilitator I**

Functional Responsibilities: Supervises or facilitates multiple working groups and team processes simultaneously, resulting in the successful accomplishment of stated or implied objectives. Ensures the activities are properly planned and required resources are available. Approves resultant reports and other products.

Minimum Education/Experience: Bachelor's Degree with six years relevant experience or ten years relevant experience.

Commercial Job Title: **Facilitator II**

Functional Responsibilities: Facilitates working group and team processes resulting in the successful accomplishment of stated or implied objectives. Plans and provides required resources. Develops resultant reports and other products.

Minimum Education/Experience: Bachelor's Degree with two years relevant experience or five years relevant experience.

Commercial Job Title: **Contracts Manager**

Functional Responsibilities: Ensures contract activities are conducted ethically and in accordance with FAR and other pertinent regulations. Determines needs, develops plans and projects, and investigates and resolves problems related to contract issues. Provides overall leadership and guidance for contract activities, organizing and directing work, coordinating efforts with other functions, and directing personnel to achieve objectives. Administer, develop and manage government contracts. Participate in cost planning and strategy sessions and RFP development; negotiate terms and conditions of teaming agreements, confidential disclosure agreements, contracts, consulting agreements; provide post-award admin support for contracts, subcontracts, consulting agreements; provide advice and interface with Program Managers, management board, and accounting. Responsible for all facets of contract administration from RFP to closeouts. Interact with internal and external clients on complex issues and acts as a point of contact for government contracting officers, auditors, etc. Review proposal clauses for potential risks and communicate to proposal team.

Minimum Education/Experience: Masters Degree with four years relevant experience, Bachelor's Degree with six years relevant experience or eight years relevant experience.

Commercial Job Title: Contracts Administrator I

Functional Responsibilities: Executes contract activity in accordance with the Federal Acquisition Regulations and other government contracting authorities and government contracting procedures. Works with other staff functions in the performance of contracting duties, requiring a broad and in-depth knowledge of functional operations, policies, and procedures as well as contractual policies and procedures. Provide contract development and management support. Draft requests for proposals, bids and/or quotes; preparing contract documents, including statements of work and budgets. Track receipt of deliverables, reports and invoices. Prepare these items for payment processing through contracting.

Minimum Education/Experience: Masters Degree with one year relevant experience, Bachelor's Degree with two years relevant experience or four years relevant experience.

Commercial Job Title: Contracts Administrator II

Functional Responsibilities: Assists in the administration of contract activities in accordance with the Federal Acquisition Regulations and other government contracting procedures. Provide pre & post-award administration of contracts. Assist in the preparation of proposals; review proposals for compliance with government requirements. Negotiate terms & conditions of awards & contracts. Train departmental personnel in research administration; prepare subcontracts for execution; provide post-award oversight. Work with other staff in the performance of contracting duties, adhering to a wide range of functional operations policies and procedures as well as contractual policies and procedures.

Minimum Education/Experience: Bachelor's Degree with one year relevant experience or two years relevant experience.

Commercial Job Title: Financial Analyst I

Functional Responsibilities: Defines government financial business practices for integration into the government financial business system. Identifies potential problems and recommends solutions. Works with functional specialists, automation specialists, contractors, vendors, and customers to effectively automate the customer's accounting data into an automated application. Applies state-of-the-art applications that will effectively automate financial applications in the most effective manner while adhering to the established accounting principals and practices. Employs Electronic Commerce/Electronic Data Interchange (EC/EDI) in performance of his/her responsibilities. Recommends functional requirements for applications to be developed

or justifies non-development based on either cost or technology non-availability. Communicates with both ADP and financial oriented individuals to document the flow, recommend opportunities, impact recommendations, and serve as the liaison between the financial specialist and automation specialist that do not have both disciplines. Applies sound accounting and data processing principals while developing automated processes to fit existing financial applications.

Minimum Education/Experience: Bachelor's Degree with three relevant experience or five years relevant experience.

Commercial Job Title: Financial Analyst II

Functional Responsibilities: Prepares and reviews vouchers for contract expenses. Maintains a running summary of amounts invoiced for specific contracts. Provides assistance in implementing financial control systems to forecast and monitor sales, labor, and payables; organizes miscellaneous information into reports for use in reviewing task, project, or contract financial condition. Performs independent verification and validation (IV&V) of cost data. Prepares reports of cost information.

Minimum Education/Experience: Associate Degree or one year relevant experience.

Commercial Job Title: Logistician I

Functional Responsibilities: Prepares, manages, and monitors logistics support involving automated support systems, maintenance planning, support and test equipment, technical and logistics data, facilities support, and supply support. Prepares logistics support documentation and source data, such as operational management/user documents, integrated logistics support plans, user logistics support summaries, and logistics implementation plans. Implements logistics plans, databases, and support files to support the fielding of complex systems or major modifications.

Minimum Education/Experience: Masters Degree with four years relevant experience, Bachelor's Degree with six years relevant experience or eight years relevant experience.

Commercial Job Title: Logistician II

Functional Responsibilities: Provides logistics support analysis. Prepares, manages, and monitors logistics support involving automated support systems, maintenance planning, support and test equipment, technical and logistics data, facilities support, and supply support. Prepares logistics support documentation and source data, such as operational management/user documents, integrated logistics support plans, user logistics support

summaries, and logistics implementation plans. Implements logistics plans, databases, and support files to support the fielding of complex systems or major modifications.

Minimum Education/Experience: Masters Degree with one year relevant experience, Bachelor's Degree with two years relevant experience or six years relevant experience.

Commercial Job Title: Data Entry Specialist

Functional Responsibilities: Inputs and retrieves alphabetical and numerical information in prescribed format, utilizing knowledge of various computer software packages. Verifies input data to ensure accuracy of completed work; Ensures strict confidentiality of customer records. Scans and edits for errors during processing. May perform clerical duties as needed. May work on weekends and/or various shift assignments. Ensures strict confidentiality of client records. Performs miscellaneous job-related duties as assigned.

Minimum Education/Experience: High school diploma or one-year data entry experience.